

18 January 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Year End Purchases

1. In response to the Office of DDS request for information on requirements not included in last year's budget I would recommend the following Records Program items for reconsideration:

a. Archives Storage Facility Survey:

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Last year we found the [REDACTED] was available and could hold 25,000 cu. ft. of records when renovated. I believe funds should be allocated for an Engineer Survey to establish the feasibility of using this building for an Archives storage facility with adjacent offices for processing and Research of these records. [REDACTED] of Real Estate and Construction Division informs me we can hire [REDACTED] engineers to conduct a feasibility study with renovation costs and alternatives for \$10,000 or a full study for \$35,000 resulting in renovation plans and specifications for future use. A separate draft memo to DDS is attached for your consideration.

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b. Diazo Microduplicator for Records Center:

At present when reference is requested the entire reel of film must be sent to headquarters. Several reels of permanent records have failed to return so far. With the microduplicator the Archives and Records Center can reproduce the requested reel and retain the original. At present there are 20 such requests serviced each month and these requests are increasing. A Diazo Microduplicator costs about 12,500.

c. IBM Selectric Typewriter with OCR Font:

For the past few years the Records Branch has repeatedly requested a new typewriter to replace one on hand in poor condition. The request specifies that the replacement must be able to use an Optical Character Recognition (OCR) font. It is intended that this machine would then serve two purposes. The Office typing would continue to be produced on this machine but the Forms Staff would then have a machine on which to develop the many OCR forms it produces. At present the work in forms stops while

the OCR form is taken to headquarters for tests and development. Further it is intended that this staff could develop the use of OCR forms for use within the Records Program. Also we could motivate more offices to use OCR if we could more readily display the techniques. At present there are different fonts on the two machines used by this Staff and we would not have too much difficulty with a ten point machine and which could then be switched to any of the three OCR fonts being used in the Agency.*

d. Survey to Correct Humidity and Temperatures in Records Center

Several surveys have been conducted in the Records Center and we find fluctuations of more than twenty degrees in the humidity and temperatures within the storage area of the Records Center. The [redacted] engineers have checked and say it cannot be controlled by the current equipment. It is suggested that funds be allocated for a Survey by outside engineers to identify the problems and estimate the corrections and costs required. The [redacted] engineers estimate such a survey by [redacted] Engineers will cost \$4,000.00

/s/

Chief

Records Administration Branch

Distribui-on: Orig - addressee

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* IBM Selectric Specifications:

10 Pitch Typewriter with Carbon ribbon (IBM 715) and four (4) typing golf ball elements; Delegate 70 and IBM OCR fonts #'s 056, 065 and the newest OCR font #108.

DDS/SSS/RAB/[redacted] DD (20 Jan. 71)